

7-m-473-51

27 July 1951

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Administrative Services Office T/O.

1. The attached T/O request from the Administrative Services Office is recapitulated as follows: (Each segment named is to be increased by the position shown and the old and new totals indicated.)

Real Estate and Construction Division

Civil Engineer GS-13
Architect GS-13
Realty Officer GS-11
(A CPC-4 Messenger slot is being eliminated to provide for this position.)

OLD - ☐
NEW - ☐

25X1

Transportation Division

Travel Branch

Chief GS-11
(A GS-5 Courier slot is being eliminated to provide for this addition.)

OLD - ☐
NEW - ☐

25X1

Motor Pool Branch

Truck Driver (Tractor-Trailer) UG-11
Truck Driver (Tractor-Trailer) UG-11
Truck Driver (Heavy Duty) UG-9

OLD - ☐
NEW - ☐

25X1

25X1

Printing and Reproduction Division

Production and Control

Production Control Officer GS-12

Photography Branch

Graphic Photography Section

Photographer GS-4
Photographer GS-4
Photographer GS-4
Photographer GS-4
Photographer GS-3
Photographer GS-3
Photographer GS-3

JOB NO. BOX NO. FILE NO. DOC. NO. NO CHANGE
IN CLASS/DECLASS/CLASS CHANGED TO: TS 8 C RET. JUST 88
NEXT REV DATE 1/1/54 REVIEWER FILE DOC. 88
NO. PGS 3 CREATION DATE 1/1/54 ORG COMPS 3 OF 32 ORG CLASS C
REV CLASS C REV COORD. AUTH: HR 70-3

25X1

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Camera and Layout Section	
Head	UG
Photographer	UG
Photographer	UG
Color Section	
Photographer (Color)	UG
Photographer (Color)	UG
Plant Services Branch	
Supply and Services Section	
Property and Supply Supervisor	GS-7
Bindery Section	
Head	UG
Bookbinder	UG
Bookbinder	UG
Printing Branch	
Composition Section	
Head	UG
Linotype Operator	UG
Linotype Operator	UG
Compositor	UG
Compositor	UG
Copy Editor	UG
Copy Editor	UG
Printing Section	
Head	UG
Offset Pressman	UG
Letter Press Operator	UG
Letter Press Operator	UG
Platemaking Section	
Platemaker (Deep Etch)	UG-15
	OLD - <input type="checkbox"/>
	NEW - <input type="checkbox"/>

25X1

2. This recapitulation will not reconcile with the Administrative Services Office memorandum as several positions which have already been approved are included in their memorandum.

25X1 3. Of the ☐ new positions requested ☐ are for expansion in the Printing and Reproduction Division, ☐ are for Transportation Division and Real Estate and Construction Division.

25X1

25X1

4. Note the elimination of ☐ existing positions in the Mail Control Section.

25X1

☐
Advisor for Management

25X1

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RECAPITULATION
ADMINISTRATIVE SERVICES OFFICE

Present T/O- - - - - -

25X1

On Duty
In Process
Net Vac.

25X1

Proposed T/O- - - - - -

25X1

On Duty and In Process
New Net Vac.
Net T/O Increase

25X1

*(new less old position from Mail Control Section
being eliminated - net)

25X1

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